

# **STATE OF ALABAMA**

## **Information Technology Policy**

### **Policy 920-00: Request for Proposal**

Professional services for information technology represent a significant portion of the State's technology procurements each year. In some circumstances, professional services for information technology are not procured through the State's competitive bid process, but through Requests-for-Proposals (RFPs). It is important for the State to ensure that this process is competitive in nature and vendors are evaluated in a fair and impartial manner.

#### **OBJECTIVE:**

The objective of this policy is to define a standard proposal template and evaluation methodology for agencies to use in the solicitation of information technology professional services procured outside of the State bid laws and meets the requirements of Act 2001-956.

#### **SCOPE:**

This policy applies to all state agencies, boards and commissions with the exception of the Legislative and Judicial branches. This policy does not apply to educational institutions.

#### **RESPONSIBILITIES:**

##### **Information Services Division**

- Develop and maintain a standard Request-for-Proposal (RFP) template for information technology services.
- Develop and maintain standard procedures for the evaluation of information technology Requests-for-Proposals (RFPs).

##### **Agency Management, Information Technology Organization**

- Follow adopted RFP procedures and templates.

#### **ENFORCEMENT:**

All personnel and professional services contracts not competitively bid must be submitted to the Contract Review Permanent Legislative Oversight Committee in accordance with Section 29-2-40, et seq., Code of Alabama (1975). Personnel service contracts require the approval of the State Personnel Director or the State Personnel Board.

#### **Authority**

*State of Alabama Code, Acts 1973, No. 1299, Section 41-4-220 through 41-4-224*

*State of Alabama Code, Acts 1990, No. 90-553, Section 41-4-280 through 41-4-293*

*State of Alabama Code, Acts 2001-956, Section 41-16-72*

#### **Reporting**

**Non-Compliance**

The Chief Information Officer, or State Personnel Director, will reserve the right to hold or deny an agency's purchasing requests, contract approvals and personnel actions until such time an agency complies fully or partially with this policy.

**DEFINITIONS:**

In general terms, a Request-for-Proposal (RFP) is a document distributed by an agency seeking solutions from equipment vendors, consultants, or service providers addressing operational problems or management issues facing the agency.

**EXEMPTIONS:**

- Information technology systems and components on an existing state contracts
- Sole source procurements approved by State Purchasing

*Signed by Jim Burns, Chief Information Officer*

**Policy History**

Version	Release Date	Comments
Original	10/26/2006	